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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350 -2000

IN REPLY REFER TO
OPNAVINST 5420.98
OP-140F2
22 JAN 1985

OPNAV INSTRUCTION 5420.98

From: Chief of Naval Operations

Subj: CIVILIAN MANPOWER, PERSONNEL AND TRAINING (MPT)
RESEARCH, DEVELOPMENT, AND STUDIES (R,D&S) PROGRAM

1. Purpose. To assign responsibilities for the civilian Manpower, Personnel and Training (MPT) research, development, and studies program and to establish the Civilian MPT Research Development and Studies (R,D&S) Review Committee.

2. Responsibilities. Within the OP-01 organization OP-01B7 manages the total OP-01 MPT R,D&S program. The Director, Civilian Personnel Policy Division (OP-14) develops civilian personnel policy and programs, and will:

a. Identify the Navy civilian MPT R,D&S program requirements for input to the civilian aspects of the total force Manpower, Personnel and Training R,D&S program.

b. Prioritize civilian MPT R,D&S requirements and proposals for submission to appropriate research and studies finding sources.

c. Provide guidance and direction to research performers of approved projects and for monitoring project progress.

d. Justify all civilian MPT R,D&S program requirements to OP-01B (OP-01B7) and other officials (e.g., OP-09, GAO, Congress), and approve and ensure the widest appropriate dissemination of civilian work force R,D&S study fundings.

e. Monitor the efforts of the Civilian MPT R,D&S Review Committee.

f. Administer and coordinate the civilian MPT R,D&S program.

g. Through the Analysis and Research Unit, Work Force Information Section, provide staff support to the Committee.

3. Civilian MPT R,D&S Review Committee

a. The Committee reports to the Director, Civilian Personnel Policy Division. The concerns of the Committee include, but are not limited to, personnel management, equal

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employment opportunity, manpower management, and compensation. The Committee coordinates long term MPT R,D&S objectives which affect civilian employees of the Navy. It will serve as the conduit for recommending incorporation of R,D&S requirements into the Planning, Programming, Budgeting System (PPBS). It will recommend appropriate implementation of research and studies findings for use by the civilian work force of the Navy. The goals of this Committee are to (1) prioritize R,D&S requirements; (2) evaluate R,D&S proposals; (3) exchange information concerning R,D&S projects and (4) report findings on issues which affect civilian employees of the Navy.

b. The Committee will:

(1) Recommend continuation, modification, or termination of ongoing projects.

(2) Monitor work in progress.

(3) Recommend implementation of R,D&S project results.

(4) Recommend annual OP-14 Program Objectives Memorandum (POM) input related to civilian personnel research and studies, assuring consistency with OPNAV objectives.

(5) Prepare a report of the civilian MPT R,D&S program each fiscal year. The report will provide program status and make recommendations on future directions, objectives, and strategy for meeting objectives. This report will be forwarded to the Director, Civilian Personnel Policy Division for submission to the Deputy Chief of Naval Operations (Manpower, Personnel and Training) for approval.

(6) Form ad hoc working groups, as appropriate.

c. The membership of the committee will be as follows:

Chair: Director, Naval Civilian Personnel Command

Member: Assistant Deputy Chief of Naval Material for Manpower and Personnel

Member: Representative of the Technical Director, Navy Personnel Research and Development Center

Member: Head, Personnel Management and Evaluation Branch, Civilian Personnel Policy Division

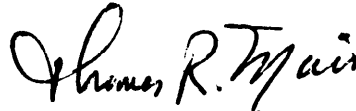
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In addition, the Chief of Naval Research is requested to designate a member of the staff of the Office of Naval Research to serve as a research advisor to the Committee. Other officials of the OPNAV staff will be asked to advise the Committee on specific issues or to serve on ad hoc working groups.

d. Meetings. The Committee will meet at the call of the chair but not less than annually. Ad hoc working groups will meet as required.

4. Action. All MPT R,D&S projects affecting the civilian work force will be coordinated by OP-14 with the assistance of the Civilian MPT R,D&S Review Committee. Addressees will provide information and assistance as requested by the Committee chair to enable the committee to complete its work in an effective and efficient manner.

5. Report. The report required by this instruction is exempt from reports control by OPNAVINST 5214.7.



THOMAS R. MUIR
By direction

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